

Professional Faculty Leadership Association Board Meeting

September 13, 2010

Attendees: David Barner, Jo Dee Bernal, Linda Devenow, Melissa Elmore, Angela Haney, Michelle Mahana, Donetta Sheffold, Shelly Signs, Laurie Solum, and Alice Tucker

PFLA Direction

Strategic Planning Meeting

How can we become more involved with events that affect Professional Faculty?

- Strategic Planning Meeting – Donetta & Angela

Donetta & Angela met and did some strategic planning looking at where PFLA was a few years ago and where we are now. What should we be focusing on? They will bring the information to another board meeting.

PCSOW (President's Commission on the Status of Women) – representative from PFLA

Cheryl is already a member of both groups. Cheryl needs to officially represent PFLA. Angela would join this group if she needed to.

- Action Item: Angela will talk to Cheryl about representing PFLA at PCSOW.

Updated Position Descriptions

Linda stated that no one updated their position descriptions.

- Action Item: Linda will resend out the link to sharepoint so people can update their position descriptions (**completed**).

Standard PFLA Timeline will need to be updated

The timeline needs to be updated. There will not be a September meeting since the year kicks off with University Days.

- Action item: Angela will update and send out the timeline.

Newsletter

Alice did a great job on the newsletter! Alice just sent it off to Printing & Mailing and will send it out the Monday, September 20th (the week of University Days)

Monthly Meetings

Upcoming events are: recreation Center, Wave Lab, Student Sustainability Center, MU.

Angela stated that the recreation center has a lot going on. One of the counselors will help with exercises at your desk. We can eat lunch at Dixon.

Wave lab – they are doing maintenance. Schedule thus far – Michelle & Angela have gone over speaker schedule

- Action Item: Angela will send out the speaker schedule

Lunch with President Ray & AOP on January 20, 2011. Angela has accepted the invitation from AOP to have a joint meeting with President Ray on January 20, 2010. Will we also have another meeting that month?

- Action item: Angela & Melissa will talk about another date for Dr. Klemm.

TRIAD participation/inclusion for Holiday Tasting? Triad's date is the same date for the holiday party. Can we combine? All agreed this is a good idea. Triad is working on a student group going to Japan and they have agreed to come in a sing a couple of songs for \$200 which will go towards their travel expenses. All were in agreement and Angela will send out invitation to the triad. Would the group welcome that kind of music group? We could include that in the cost of the lunch.

- Action item: Angela will invite Triad to join us with the holiday party.

President's Art Show

Shelly confirmed that the president's art show is in March. Information will go out to people who showed an interest in it.

Professional Development

Shelly has come up with a list of ideas for the professional development event. Her question to the board is how much are we willing to spend? Last year we served a bag-less lunch. The provost office has a process were we can apply for matching funds. If we can we get a list of speakers and an estimated amount then Lori will apply for the funds. Last year we partnered with the alumni center and they gave us the room for free and their employees could attend for free – this worked out great.

- Action item: Shelly will provide Lori with the speaker and an estimated cost and Lori will apply for funds.
- Action item: Angela will put surveys on the agenda for next meeting

Website

We need to Keep the website current. It would be great if we could add photos of past events. Alice stated that she has a whole disk of pictures of the spring meeting but they aren't exactly clear

- Action item: Alice will get the photos to David who will put them on website.

Promote "OUR HERO" awards

How do we promote Our Hero awards?

Membership Flow

Donetta has the current membership list. Alice will send out the PFLA Newsletter to the current membership.

University Day Membership Drive

Donetta ordered the key chains and they will arrive by University Days. Angela described the spin the wheel game. There are 32 spaces on it – it is black & white. Angela is will have stickers available for each of the different prizes. Lori suggested that we try to get people to sign their membership form. Alice suggested that we have one grand prize of on year membership. If you land on it you win an opportunity to win a free membership – but there will be only one winner. We will play it by ear at University Days. Set up is Lori, Alice and Cheryl will set up. Donetta, Angela, and Melissa will work the booth 12:00 – 1:00. Alice and Linda will work the booth 1:00 – 2:00.

- Action item: Michelle purchase the candy and Lori will bring her candy dish.
- Action item: Donetta will contact Cheryl regarding supplies for set up.

Karel Murphy Award

Is there anything we need to do for this year's award? The check has been submitted. The winners get a plaque and they get invited to the dinner the night before University Day. It has more honor and impact to have it announced. In the future the group will let the committee decide on when they are going to announce winner.